

Miss Tanya's Nursery School, Inc.

Covid-19 Handbook

8/27/2020

Table of Contents:

Intent	2	Personal Protective Equipment	8
What is COVID-19	2	Exceptions to Wearing a Mask	8
Strategies to Reduce the Risk of Transmission	2	When to Wear Gloves	9
Monitoring Children Throughout the Day	3	Social Distancing	9
Severe Symptoms List	3	Eating and Drinking	9
Staff/Children Found Positive	4	Napping Equipment	10
Isolation and Discharge of Sick Child/Staff	4	Manipulatives and Toys	10
Reporting Positive Case of Covid-19	5	Parent Communication	11
Cleaning After Potential Exposure	5	Tours/Visitors/ Unexpected Guests	11
General Cleaning/Disinfecting	6	Operations	11
Classroom Cleaning/Disinfecting	6	Staffing & Group Sizes	12
Cleaning and Sanitizing Outdoor Equipment	7	Children with Special Needs	13
Hand Washing and Sanitizing	7	Administering Medication	13
When to Wash Hands	8	Caring For Toddlers	14
		Screening and Monitoring Staff and Children	15
		Attestation Form Questions	16

Miss Tanya's intent is to continue to provide excellence in education and care while implementing best practices in student and staff health and wellness, and to provide an optimal learning and working environment that is best suited to student learning, developmental growth and wellness in the COVID-19 era.

All classrooms will have a copy of the following COVID-19 Handbook, informational handouts for parents, Safety Data Sheets for all cleaning supplies used by the school, and forms and templates to be used in the classroom or with parents.

What is COVID-19

A mild to severe respiratory illness that is caused by a coronavirus (severe acute respiratory syndrome coronavirus2 of the genus betacoronavirus), which is transmitted chiefly by contact with infectious material (such as respiratory droplets) or with objects or surfaces contaminated by the causative virus. It is characterized by fever, cough and shortness of breath and may progress into pneumonia and respiratory failure.

Strategies to Reduce the Risk of Transmission:

1. Per current Early Education and Care regulations, when possible, Miss Tanya's will encourage at least six feet of social distancing between children and staff. When not possible, masks will be worn by staff.
2. Miss Tanya's will provide 42 square feet per child.
3. Physical distancing will be practiced by children and staff at all times including:
 - During transitions
 - Waiting for the bathroom or to wash hands
 - In lines
 - During all activities
 - During sleeping and eating
4. Shaking hands, hugging, holding hands and as always kissing will be discouraged.
5. Each class will have a designated pick up and drop off location and time.
6. Children's belongings will be stored on non-touching hanging hooks and on the floor underneath their hook.
7. The playground will be divided into separate areas for each class.
8. Spaces and activities will be organized so that children sit or play six feet apart when possible.

9. Parents/caregivers will need to be prompt for drop off/pick up times and may not enter the playground or classroom. Your child will be brought to their class or to you by a teacher or the director.
10. Miss Tanya's will provide adequate supplies to minimize sharing.
11. If bathrooms are shared, they will be disinfected between each use.
12. There will be no field trips or travel off the premises.
13. There will be no traveling specials between classes such as music, yoga or Spanish.
14. Miss Tanya's will open windows to allow the cool air to circulate as often as needed should we have to be inside.

Monitoring Children Throughout the Day:

- Staff must monitor children throughout the day for symptoms of COVID 19. Staff must also self-monitor throughout the day.
- Children who appear ill or are exhibiting signs of illness must be separated from the group where they will be monitored by a teacher or the director, and parents will be called.
- If staff becomes sick, they will be sent home.
- If anyone is removed from the class, their temperature will be taken by a temporal thermometer.
- If the child or staff have severe symptoms as listed below, call emergency services immediately.

Severe Symptoms Include:

1. Extreme difficulty breathing (gasping for air when speaking)
 2. Bluish lips or face
 3. Persistent pain or pressure in the chest
 4. Severe persistent dizziness
 5. Lightheadedness
 6. Confusion
 7. Inability to be roused
 8. Seizures
- The Board of Health will be contacted: 508-366-3045.
 - The person who is ill, and the staff caring for them will wear disposable masks.
 - Miss Tanya's has a supply of masks on hand for both children and adults.

Staff/Children Found Positive For Covid-19:

Staff or children presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Those who test positive must be released from isolation by the Board of Health where they reside.

We Will:

- Determine the date of onset
- Determine if the child/staff attended the program while symptomatic or during the two days before symptoms appeared
- Determine who had close contact with the infected person
- If the person tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least ten days have passed from the date of the positive test as long as the person remains asymptomatic

If Child or Staff Have an Exposure to Covid-19 Notify:

1. Employees and parents while maintaining confidentiality
2. Local Board of Health
3. Funding and licensing agencies

Those exposed to a positive case of Covid-19, regardless of whether the person has symptoms, must be sent home, and may not return to the center for 14 days.

Miss Tanya's will consult with the Board of Health for guidance as to what additional precautions will be needed.

If a person's household member tests positive for Covid-19, the child or staff must self-quarantine for 14 days after the last time they could have been exposed. Even if the person tests negative for COVID 19, they must remain in quarantine.

Isolation and Discharge of Sick Children & Staff:

1. The director will ask each parent who works more than 30 minutes from the school to have a backup plan should their child become sick so that the child can be picked up quickly from the school.

2. The child/staff will be immediately isolated from other children to minimize exposure to other children and staff. A teacher or the director will remain with the child.
3. The child will be kept comfortable until the parent arrives.
4. Miss Tanya's does not transport children.
5. If the child seems to be in distress, an ambulance will be called.

Reporting Positive Case of Covid-19, Program Closings, Staff Absences and Gaps in Child Attendance.

1. Parents should email or call the school as soon as they know their child or someone they have been close to has a confirmed or suspected case of Covid-19.
2. Miss Tanya's will alert local health officials about large increases in child and staff absences, increases in respiratory illnesses and any confirmed cases of Covid 19 among children or staff.

The director will communicate with staff and parents any increases in respiratory illnesses, or Covid 19 cases by email or phone calls.

Cleaning After a Potential Exposure to COVID-19 Infected Person:

1. Close off all areas visited by the ill person.
2. Open outside doors and windows and use ventilation fans to increase air circulation in the area.
3. Wait 24 hours before beginning cleaning and disinfection.
4. Use alternative space while areas are out of use .
5. Staff must clean and disinfect all areas used by ill person including bathrooms, offices, common space, frequently touched surfaces.
6. Staff must not wear clothing worn on this day until it is laundered at the warmest temperature possible.
7. Miss Tanya's will follow OSHA's standards on Bloodborne Pathogens including proper disposal of regulated waste and PPE.
8. Miss Tanya's will follow CDC guidelines for infection control:

- Use non-latex gloves for clean up

- Disposal of PPE will be in a lined covered container
- Contaminated clothing shall be sealed in a plastic bag, labeled with the child's name and returned to the parent at the end of the day.

General Cleaning and Disinfecting Protocol

1. Miss Tanya's uses bleach and water to disinfectant and sanitize.
2. Each classroom has a bottle of soap and water to clean surfaces first and a bottle of bleach and water which is left to air dry after applied.
3. Children are not allowed to touch the surface while wet.
4. These supplies are labeled and kept out of reach of children and stored away from food items.
5. Directions on the mixing of bleach and water are located above the kitchen sink.
6. Miss Tanya's uses single use paper towels for cleaning.
7. While cleaning, teachers must wear gloves and wash hands when finished.
8. Refills for cleaning supplies are located in the kitchen supply closet. When the refill bottle is near empty, staff members can refill their bottle in the kitchen.

Cleansed Frequently:

- All high traffic areas
- Doorknobs
- Handrails
- Toilets
- Sinks and faucets
- Floors
- Bathroom mirrors

Classroom Cleaning and Disinfecting Protocol

Staff will be trained on the hazards of the cleaning chemicals used in the workplace in accordance with the OSHA standards. The Safety Data Sheet (SDS) will be included in the COVID-19 Handbook provided to all classrooms/staff.

What and When to Clean:

- Tables after each use using the two-step cleaning process: wash with detergent then spray and air dry with bleach and water.
- Toys and activity items will be limited each day so that each item used can be cleaned and disinfected after use.
- Toys after being mouthed, will be removed from circulation and cleaned in the dishwasher on the sanitization cycle before being returned to the class.
- Children will bring a small towel for rest time labeled with their name. This towel will be stored in the child's backpack and taken home to be washed daily.
- Books do not need to be cleaned/sanitized.

All cloth toys, pillows and dress-up fabric will be removed from the classrooms at this time.

Cleaning and Sanitizing Outdoor Play Areas:

All high touch surfaces made of plastic or metal, including play structures, table and benches will be frequently cleaned and disinfected.

Hand Washing and Hand Sanitizer:

1. Hand washing facilities with soap and water are accessible to all staff and children.
2. Hand washing instructions are posted near every hand washing sink where it can be seen by children.
3. Staff should monitor hand washing at all times and assist/instruct as needed.
4. Hand sanitizer with at least 60% alcohol will be utilized under the supervision of the teacher, when hand washing is not easily available. It will be stored out of reach of children.
5. Teachers will make sure children do not put hands in mouth after using sanitizer.
6. Each classroom will be supplied with a bottle of hand sanitizer.
7. There will be a bottle of hand sanitizer at the entrance of the school. Children and adults will use the sanitizer as they enter the building.
8. Miss Tanya's will get permission from parents for their child to use the hand sanitizer.

When to Wash Hands:

Each sink will be supplied with liquid soap and single use paper towels. Directions for hand washing are posted at each sink.

1. When entering the school and when leaving
2. After playground time
3. Before and after eating
4. After sneezing, coughing, or nose blowing (use tissue for these)
5. After toileting and diapering
6. Before handling food
7. After touching or cleaning surfaces that may be contaminated
8. After assisting children with hand washing or toileting
9. Before and after administration of medication
10. After contact with facemask, or face covering
11. Before and after changing gloves

Personal Protective Equipment (PPE):

1. Children will be encouraged to wear masks whenever six feet of social distancing cannot be maintained.
2. If the child spends too much time touching their face and mask, they should not wear the mask.
3. Parents will supply the children with sufficient clean masks...at least two.
4. Masks will be labeled with the child's name and which side is the inside.
5. If families are unable to provide masks, we will provide them.
6. Masks must be washed daily in hot water and dried before reuse.
7. If using a disposable mask, follow CDC guidelines.
8. Parents and guardians must wear face masks when dropping off or picking up children.
9. Staff will be reminded to wash hands frequently and to not touch face coverings, or to wash hands if they do.

Exceptions to Wearing a Mask:

- Children under the age of 2
- Children who cannot safely wear or handle the mask
- Children who have difficulty breathing with the face mask or who are unconscious, incapacitated or otherwise unable to remove the covering without assistance
- Children with severe cognitive or respiratory impairments
- When the mask presents a potential choking or strangulation hazard
- Children who cannot breathe safely with a mask

- People who need to communicate with those who lip read
- Masks will not be worn while eating, drinking, sleeping, or outdoor play

When to Use Gloves:

Hand washing or use of an alcohol-based hand sanitizer before and after these procedures is required.

1. Diapering
2. Food preparation or serving
3. Screening activities requiring contact
4. Wiping a child's nose, cleaning a wound, or cleaning bodily fluids
5. Do not reuse removed gloves
6. Gloves should be removed after each event above

Social Distancing:

1. Areas occupied by individual groups will be defined by permanent walls, movable walls or other partitions.
2. Barriers will be used to create clearly defined and separate areas for small groups of children.
3. Teachers will review the physical distancing requirements for children in the program and will be prepared to support children with adjustment to new systems and routines.
4. Children and teacher belongings will be stored so that they do not touch.

Eating and Drinking:

1. Children will bring a labeled water bottle for drinking during the day.
2. If staying for lunch, children will bring their own meal provided by their family.
3. Miss Tanya's will provide individual snacks for each child.
4. Children will have their own eating utensils, or Miss Tanya's will provide disposable utensils.
5. All items from home will be labeled with the child's name.
6. Any snack provided by Miss Tanya's will be pre-serve individual portions to minimize handling and preparation.
7. Miss Tanya's will not bake during this Covid-19 time.
8. Children will socially distance during meals and snacks.
9. Teachers will wear gloves when help is needed to open containers or help with accessing the child's meal.
10. Teachers will wash the lunch tables with detergent, then spray with bleach and water, allowing to air dry, before eating.

11. Teachers will be unable to aid in prep of children's lunches (no microwaving, cooking, peeling, etc.)

Napping Equipment:

1. Each child will bring their own small towel from home and a lovey or comfort item if desired.
2. Towels must be labeled with the child's name.
3. Towels will be easily kept in the child's backpack with the lovey or comfort item.
4. Miss Tanya's children will only use their own sleeping supplies. They will be sent home each day.
5. Sleeping children will be arranged six feet apart.
6. Children will not wear masks when sleeping.

Manipulatives and Toys:

Items Not Allowed in Classrooms/Playground

- Stuffed animals
- Pillows
- Items that encourage children to put it in their mouth such as play food or pretend utensils
- Individual portions of playdoh will be labeled for each child
- All sensory table activities

Care of Personal Items:

- Backpacks and coats must be kept separately and not touched by other children.
- Children are encouraged not to bring toys from home.

Parent Communication:

- Parents/Caregivers need to share their email address, home, work and mobile phone numbers with the school so that we can reach them at any time.
 - Parents may call the school at any time to check on the health and well-being of their child.
 - Parents/Caregivers will have access to this handbook which will be posted on www.misstanya.com.
 - The director will be responsible for sharing information with parents when an exposure occurs. Communication will be via email from the office or by phone call.
 - Parents are required to notify Miss Tanya's of exposure to COVID 19 patients or symptoms of COVID 19 in their child or family.
 - Email: mtnurseryschool@gmail.com.
-
- Information on Covid-19 including symptoms, transmission, prevention, and when to seek medical attention can be found on the CDC website.

Vendors /Deliveries/Visitors/Tours & Unexpected Guests:

1. The director will meet with our UPS and other delivery people regarding delivery of packages and ask them to wear a mask when delivering.
2. A sign will be posted regarding our updated drop off procedure for deliveries.
3. When delivering a package, the delivery person will ring the doorbell and leave the package outside the door.
4. The director will accept the package, empty its contents and dispose of the box or package.
5. Non-essential adults and visitors will be discouraged from visiting the building.
6. Tours will be by appointment after school hours.

Operations:

1. All field trips, inter-group interactions and extracurricular activities have been canceled.
2. Non-essential visitors will be discouraged and prevented from entering the building.
3. Miss Tanya's maintains a file on each child of their immunizations and their health record that is current within one year.
4. For each child with a chronic health condition, an IHCP is on file completed by the child's physician and signed by both the physician and the parent.

Staffing:

Miss Tanya's will meet the staffing requirements of the DEEC

1. We will provide staff information about COVID-19 through internet links and on-site staff training. Training will include:
 - How to use PPE and what PPE to use
 - How to properly put it on, use it, and take off
 - How to properly dispose of PPE
 - Signs and symptoms of COVID-19
 - How to isolate sick children according to state guidelines
 - Review of this Handbook
2. We will have a check in sheet to monitor health trends in staff.
3. We will give all staff the needed time to get well should they be sick for any reason. Miss Tanya's offers up to 4 weeks of paid sick leave annually, and more unpaid time can be taken as needed.
4. Our staff is available for responding to COVID 19 concerns and can be reached at
508-366-0304 mtnurseryschool@gmail.com
508-366-7907 mtlongmeadowschool@gmail.com
508-366-5700 woodland@gmail.com
5. Contract labor who clean the school, pick up trash and make deliveries will be handed a guideline on how to recognize symptoms of Covid-19, and what to do if they develop the symptoms.
6. Any staff must notify the director who will notify the Westborough Board of Health immediately if they develop symptoms of Covid 19. The Health Department will provide guidance on what actions need to be taken.

Group Sizes and Ratios:

1. Group sizes will be restricted to 42 sq. feet per child indoors.
2. Children must remain with the same group all day.
3. Groups must not be combined at any time.
4. The same staff must be assigned to the same group each day for the duration of the day.

Children with Special Needs:

1. Miss Tanya's will review medical information submitted by parents to determine whether and how many high-risk children are in attendance.
2. Miss Tanya's will ask parents to present a letter from the child's pediatrician saying that it is safe for the child to attend a group childcare during the Covid Pandemic.
3. Parents will provide Miss Tanya's with any extra precautions recommended by the pediatrician.
4. Miss Tanya's will prepare and train staff to accommodate the child's needs. If we feel we cannot meet the child's needs, we will refer the parent to a program better suited.
5. Staff who are providing hands-on assistance to children with special needs or for daily routines must wear long-sleeve, button-down, oversized shirts over their clothes during all activities, and must bring a spare shirt. If the staff person has long hair, it should be tied back during all activities that require direct contact with the child.
6. Staff must change outer clothing if body fluids from the child get on it.
7. Staff must change the child's clothing if fluids get on it.
8. Soiled clothing must be placed in a plastic bag until it can be sent home to be washed.
9. If the child is unable to wear face masks, social distancing must be maintained.
10. Staff must wear a mask at all times.

Children on an IEP:

Should we have a child who requires special education services, we will work with the parents to see if we can provide the necessary services.

Administration of Medication:

1. The Director or teacher will administer prescription or non-prescription medication as well as topical prescription medication with written authorization from the parent and the child's physician as indicated in the ICHP and medication order.
2. Any educator who will administer medication must have completed the **5 Rights of Medication Administration** online training provided by the Massachusetts Department of Early Education and Care,

3. The medication must be in the original bottle, labeled with the child's name, name of the drug and directions. A written record of administration will be kept with the medicine. Medication will be stored in the red backpack in the child's classroom. Unused portions will be returned to the parents.
 - All medication administered to a child must be provided by the child's parent
 - All prescription medication must be in the original container in which they were originally dispensed with their original label.
 - The educator must not administer any medication contrary to the directions on the original container unless so authorized in writing by the child's licensed health care practitioner.
 - Prescription medication requiring refrigeration shall be stored in a locked box in the refrigerator.
 - No educator will administer the first dose of any medication to a child except under extraordinary circumstances with parent consent.
 - **Nebulizer use is prohibited as it can increase risk of the virus being aerosolized.**

Caring for Toddlers:

1. For their protection, staff will wear a long-sleeve, button down, oversized shirt during all activities requiring that a toddler be held. (teachers are required to change this shirt if it gets soiled and should thus bring extra daily)
2. Toddler teachers must wear a face shield.
3. If the staff person has long hair it should be tied back during all activities.
4. Staff must change the child's clothing if fluids get on it.
5. Soiled clothing must be placed in a plastic bag until it can be sent home to be washed.
6. Safe and Sanitary diaper changes procedures must be followed:
 - Procedures for diapering must be posted at all areas
 - Prepare the area by gathering child's diaper, cream
 - Wash hands and put on disposable gloves
 - Use disposable paper on the changing surface
 - Clean the child
 - Remove trash (soiled diaper, wipes, gloves, etc.)
 - Put on clean gloves
 - Replace diaper
 - Wash child's hands
 - Remove paper and sanitized diapering area
 - Remove gloves and dispose of gloves

- Wash hands
7. Toddler teachers must wash hands, neck and anywhere touched by a child's secretions.
 8. As toddlers are not able to verbalize when they are not feeling well, staff must be attentive to changes in their behavior. If a child starts to look lethargic, and is not eating well, staff should notify the parent to determine whether the child's pediatrician must be contacted.
 9. If a toddler is showing signs of respiratory distress, having difficulty breathing, staff must call 911 and notify the parents immediately.

Screening and Monitoring of Children:

Parents must screen their child(ren) before they are permitted to enter the childcare space. This checklist must be completed and signed each day by parents/guardians:

- All children and staff must enter through their designated playground gate or classroom door.
- Staff and parents will affirm a written attestation daily regarding any household contacts with COVID-19 symptoms listed below, and if they have given their children medication to lower a fever.
- Parents will be provided with hand sanitizer and cleansed pens to sign attestation form daily if necessary.

Today or in the past 24 hours have you or any household member had any of the following symptoms:

- Felt feverish or chills
- Cough
- Sore throat
- Difficulty breathing
- Gastrointestinal problems (diarrhea, nausea, vomiting)
- Unexplained rash
- Headache
- New loss of smell/taste
- New muscle aches
- Any other sign of illness
- In the last 14 days have you had any close contact with a person known to be infected with COVID-19
- Have you given your child any fever reducing medication in the last 48 hours?
- I will come to pick up my child promptly if called to do so (within 15 minutes or less) or designate a local friend or family member to do so and provide that individual information to the school in writing.

• If any of the questions above are answered yes, the person must not enter.

I attest that the above information is true and accurate. I understand that my child is eligible for disenrollment for providing false information.

Parent Signature: _____ Date: _____